



ERNIE FLETCHER
GOVERNOR

OFFICE OF THE SECRETARY
FINANCE AND ADMINISTRATION CABINET
383 CAPITOL ANNEX
FRANKFORT, KENTUCKY 40601
(502) 564-4240
(502) 564-6785 FAX

ROBBIE RUDOLPH
SECRETARY

TO: Constitutional Officers, Cabinet Secretaries,
All Agency Heads, and Fiscal Officers

FROM: Robbie Rudolph, Secretary
Finance and Administration Cabinet

DATE: March 1, 2005

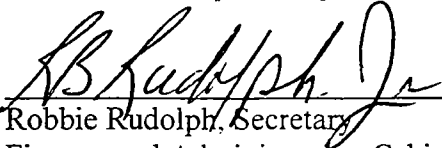
SUBJECT: Closing Schedule – Fiscal Year 2004-2005

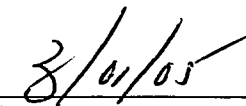
The schedule of closing procedures for fiscal year 2005 is attached. It includes the deadlines for final MARS document approvals that apply to accounting, purchasing, budgeting, and personnel matters.

In accordance with KRS 45.229(2), the Finance and Administration Cabinet is legally required to close the old year accounts within thirty days of June 30. It is important that all agencies comply with the document completion schedule and procedures outlined in this memorandum.

During the closing period, it is important to segregate all transactions for goods and services received by June 30, 2005, from transactions for fiscal year 2006.

Deadlines vary according to type of transaction. No deadline is earlier than March 31 and none is later than July 8. All transactions for fiscal year 2005 must be accepted in the MARS Accounting System by close of business, Friday, July 8. **All transactions posting during the closing period must be coded to Accounting Period 13/05, otherwise they will post to fiscal year 2006. Accounting Period 13/05 will be soft closed at close of business on July 8.** After July 8, all transactions will post to fiscal year 2006 and will be charged to fiscal year 2006 allotments, except those journal voucher documents necessary to close out fiscal year 2005.


Robbie Rudolph, Secretary
Finance and Administration Cabinet


Date

An Equal Opportunity Employer M/F/D



The Closing Schedule shows the responsibility for approval of MARS documents, whether Agency, Statewide Accounting Services, Office of Material and Procurement Services, Office of the State Budget Director, or Department of Treasury. The information is formatted two ways, Final Approval by Responsibility (listing responsibility by area responsible for final approval) and Final Approval by Date (listing the last date that a particular document can be approved or action occur). This should facilitate agency knowledge of document due dates for final fiscal year 2005 approval. Additional comments follow the charts. **Remember that the soft close is July 8. Only JV type documents JVB, JVC, JVL, JVM, and JVT will be allowed to post in fiscal year 2005 after this date, and only with override approval from Statewide Accounting Services.**

FINAL APPROVAL BY RESPONSIBILITY			
DOCUMENT		FY2005 APPROVAL NOT LATER THAN	FY2006 APPROVAL NOT EARLIER THAN
TYPE <i>(non- Advantage in italics)</i>	DESCRIPTION (<i>COMMENTS</i>)		
AGENCY FINAL APPROVAL RESPONSIBILITY			
IA	Physical Inventory Adjustment	July 8	July 1
II	Internal Voucher <i>(Must have approval of both agencies by July 8)</i>	July 8	July 1
IIT	Internal Travel Voucher <i>(Travel must have been completed. Must have approval of both agencies by July 8)</i>	July 8	July 1
IP	Inventory Purchase	July 8	July 1
IX	Expense Transfer <i>(Must have approval of both agencies by July 8)</i>	July 8	July 1
JVB	Journal Voucher Correction – BFY <i>(Requires SAS override after July 8)</i>	July 12	July 1
JVC	Journal Voucher Correction <i>(Requires SAS override after July 8)</i>	July 12	July 1
OC	Over the Counter	July 8	July 1
P1	Vendor Payment Voucher <i>(Revenue refunds require SAS override – see below)</i>	July 8	July 1
PV	Payment Voucher	July 8	July 1
PVI	Payment Voucher – Interface	July 8	July 1
PVV	Payment Voucher from Multi-Payee Voucher	July 8	July 1
RE	Receivable	July 8	July 1
RM	Receivable Credit Memo	July 8	July 1

FINAL APPROVAL BY RESPONSIBILITY (continued)			
DOCUMENT		FY2005 APPROVAL NOT LATER THAN	FY2006 APPROVAL NOT EARLIER THAN
TYPE <i>(non- Advantage in italics)</i>	DESCRIPTION (COMMENTS)		
TP	Travel Payment Voucher <i>(Travel must have been completed by June 30)</i>	July 8	July 1
PD	Delivery Order	June 30 <i>(Delivery required by June 30)</i>	June 15
PD	Invoice	July 8	July 1
PD	Miscellaneous Quick Pay	July 8	July 1
PD	Procurement Card	July 8	July 1
PD	Purchase Order/Modification	July 1 <i>(Payment only, goods/services must be received by June 30)</i>	June 15

STATEWIDE ACCOUNTING SERVICES (SAS) FINAL APPROVAL RESPONSIBILITY			
CJ	Check Writer Journal Voucher	July 8	July 1
JVL	Journal Voucher Master Line Offset	July 12	July 1
JVM	Journal Voucher Master	July 12	July 1
JVT	Journal Voucher Transfers	July 6	July 1
MWI	Manual Warrant – Investment	June 30	July 1
P1	Vendor Payment - Revenue Refunds - Funds 0100 and 1100 <i>(Requires SAS override)</i>	June 30	July 1
P1	Vendor Payment - Revenue Refunds - All Funds except Funds 0100 and 1100 <i>(Requires SAS override)</i>	July 8	July 1
VO	Vendor Offset	July 6	July 1
WO	Write-Off	July 6	July 1

OFFICE OF MATERIAL AND PROCUREMENT SERVICES (OMPS) FINAL APPROVAL RESPONSIBILITY			
PD	Contract, Request for approval for special authority, exception to sealed bid – all purchases except equipment and furniture	June 15 <i>(Delivery required by June 30)</i>	Agencies route beginning May 16

FINAL APPROVAL BY RESPONSIBILITY (continued)			
DOCUMENT		FY2005 APPROVAL NOT LATER THAN	FY2006 APPROVAL NOT EARLIER THAN
TYPE <i>(non- Advantage in italics)</i>	DESCRIPTION (COMMENTS)		
<i>PD</i>	Contract, Request for approval for special authority, exception to sealed bid – new equipment and furniture	May 31 <i>(Delivery required by June 30)</i>	Agencies route beginning May 16
<i>PD</i>	Modifications to contracts	June 30	---
<i>PD</i>	New Year Personal Service Contracts/MOAs requiring an effective date of July 1	---	Agencies route beginning April 1, Finance approve by June 3
<i>PD</i>	Personal Service Contracts/Modifications/MOAs for services performed by June 30 (Agencies must include "Old Year" in the name of the envelope)	May 13	---
<i>PD</i>	Purchase Requests (RQ) >= \$20,000	March 31	Agencies route beginning May 16
<i>PD</i>	Purchase Request continuation requests for FY2006	May 31	---
<i>PD</i>	Small Purchases (RQ) <\$20,000 – all purchases except equipment and furniture	June 15 <i>(Delivery required by June 30 for old year funds)</i>	Agencies route beginning May 16
<i>PD</i>	Small Purchases (RQ) <\$20,000 – new equipment and furniture	May 31 <i>(Delivery required by June 30 for old year funds)</i>	Agencies route beginning May 16

OFFICE OF THE STATE BUDGET DIRECTOR (OSBD) FINAL APPROVAL RESPONSIBILITY			
<i>BRASS Allotment Modification</i>	BRASS Allotment Modification Form	June 15	1 st Qtr not later than June 15
<i>BRASS Request for Allotment</i>	BRASS Request for Allotment Form	---	See OSBD letter
<i>SAS-14</i>	Cash Control Level Modification for New Year	--	June 1
<i>SAS-14</i>	Account Establishments (Operating and Capital)	June 15	Not later than April 29

FINAL APPROVAL BY RESPONSIBILITY (continued)			
DOCUMENT		FY2005 APPROVAL NOT LATER THAN	FY2006 APPROVAL NOT EARLIER THAN
TYPE <i>(non- Advantage in italics)</i>	DESCRIPTION (COMMENTS)		
<i>SAS-14</i>	Identify existing (Old Year) operating accounts for New Year deletion/inactivation	--	June 1
<i>Letter to OSBD</i>	Requests for fund transfers to the General Fund	June 30	July 1

DEPARTMENT OF TREASURY FINAL APPROVAL RESPONSIBILITY			
C1	Cash Receipt (Electronic) – Funds 0100 and 1100 only	June 30	July 1
C1	Cash Receipt (Electronic) – All Funds except 0100 and 1100	July 6	July 1
CR	Cash Receipt - Funds 0100 and 1100 only	June 30	July 1
CR	Cash Receipt - All Funds except 0100 and 1100	July 6	July 1
CX	Check Cancellation	July 6	July 1
MW	Manual Warrant	July 6	July 1
MWW	Manual Warrant Fedwire	July 6	July 1
NF	Non-Sufficient Funds	July 6	July 1
TC	Travel Check	July 6	July 1

FINAL APPROVAL BY DATE				
FY2005 APPROVAL NOT LATER THAN	FY2006 APPROVAL NOT EARLIER THAN	DOCUMENT		FINAL APPROVAL
		TYPE <i>(non- Advantage in italics)</i>	DESCRIPTION (COMMENTS)	
March 31	Agencies route beginning May 16	<i>PD</i>	Purchase Requests (RQ) >= \$20,000	OMPS
May 13	---	<i>PD</i>	Personal Service Contracts/Modifications/MOAs for services performed by June 30 (Agencies must include "Old Year" in the <u>name</u> of the envelope)	OMPS

FINAL APPROVAL BY DATE (continued)				
FY2005 APPROVAL NOT LATER THAN	FY2006 APPROVAL NOT EARLIER THAN	DOCUMENT		FINAL APPROVAL
		TYPE (non- Advantage in italics)	DESCRIPTION (COMMENTS)	
May 31 (Delivery required by June 30)	Agencies route beginning May 16	<i>PD</i>	Contract, Request for approval for special authority, exception to sealed bid – new equipment and furniture	OMPS
May 31	---	<i>PD</i>	Purchase Request continuation requests for FY2005	OMPS
May 31 (Delivery required by June 30)	Agencies route beginning May 16	<i>PD</i>	Small purchases (RQ) <\$20,000 – new equipment and furniture	OMPS
June 15 (Delivery required by June 30)	Agencies route beginning May 16	<i>PD</i>	Contract, Request for approval for special authority, exception to sealed bid – all purchases except equipment and furniture	OMPS
June 15 (Delivery required by June 30 for old year funds)	Agencies route beginning May 16	<i>PD</i>	Small Purchases (RQ) <\$20,000 – all purchases except equipment and furniture	OMPS
June 15	Not later than April 29	<i>SAS-14</i>	Account Establishments (Operating and Capital)	OSBD
June 15	1 st Qtr not later than June 15	<i>BRASS Allotment Modification</i>	BRASS Allotment Modification Form	OSBD
June 30 (Delivery required by June 30)	June 15	<i>PD</i>	Delivery Order	AGENCY
June 30	July 1	<i>MWI</i>	Manual Warrant – Investment	SAS
June 30	July 1	<i>P1</i>	Vendor Payment - Revenue Refunds - Funds 0100 and 1100 (Requires SAS override)	SAS
June 30	---	<i>PD</i>	Modifications to contracts	OMPS
June 30	July 1	<i>Letter to OSBD</i>	Requests for fund transfers to the General Fund.	OSBD
June 30	July 1	<i>C1</i>	Cash Receipt (Electronic) – Funds 0100 and 1100 only	TREASURY

FINAL APPROVAL BY DATE (continued)				
FY2005 APPROVAL NOT LATER THAN	FY2006 APPROVAL NOT EARLIER THAN	DOCUMENT		FINAL APPROVAL
		TYPE (non- Advantage in italics)	DESCRIPTION (COMMENTS)	
June 30	July 1	CR	Cash Receipt - Funds 0100 and 1100 only	TREASURY
July 6	July 1	JVT	Journal Voucher Transfers	SAS
July 6	July 1	VO	Vendor Offset	SAS
July 6	July 1	WO	Write-Off	SAS
July 6	July 1	C1	Cash Receipt (Electronic) – All Funds except 0100 and 1100	TREASURY
July 6	July 1	CR	Cash Receipt – All Funds except 0100 and 1100	TREASURY
July 6	July 1	CX	Check Cancellation	TREASURY
July 6	July 1	MW	Manual Warrant	TREASURY
July 6	July 1	MWW	Manual Warrant Fedwire	TREASURY
July 6	July 1	NF	Non-Sufficient Funds	TREASURY
July 6	July 1	TC	Travel Check	TREASURY
July 8	July 1	IA	Physical Inventory Adjustment	AGENCY
July 8	July 1	II	Internal Voucher <i>(Must have approval of both agencies by July 8)</i>	AGENCY
July 8	July 1	IIT	Internal Travel Voucher <i>(Travel must have been completed. Must have approval of both agencies by July 9)</i>	AGENCY
July 8	July 1	IP	Inventory Purchase	AGENCY
July 8	July 1	IX	Expense Transfer <i>(Must have approval of both agencies by July 8)</i>	AGENCY
July 8	July 1	OC	Over the Counter	AGENCY
July 8	July 1	P1	Vendor Payment Voucher <i>(Revenue refunds require SAS override)</i>	AGENCY
July 8	July 1	PV	Payment Voucher	AGENCY
July 8	July 1	PVI	Payment Voucher – Interface	AGENCY
July 8	July 1	PVV	Payment Voucher from Multi-Payee Voucher	AGENCY
July 8	July 1	RE	Receivable	AGENCY
July 8	July 1	RM	Receivable Credit Memo	AGENCY
July 8	July 1	TP	Travel Payment Voucher <i>(Travel must have been completed by June 30)</i>	AGENCY
July 8	July 1	PD	Invoice	AGENCY

FINAL APPROVAL BY DATE (continued)				
FY2005 APPROVAL NOT LATER THAN	FY2006 APPROVAL NOT EARLIER THAN	DOCUMENT		FINAL APPROVAL
		TYPE <i>(non- Advantage in italics)</i>	DESCRIPTION (<i>COMMENTS</i>)	
July 8	July 1	PD	Miscellaneous Quick Pay	AGENCY
July 8	July 1	PD	Procurement Card	AGENCY
July 8	July 1	CJ	Check Writer Journal Voucher	SAS
July 8	July 1	P1	Vendor Payment – Revenue Refunds – All Funds except Funds 0100 and 1100 <i>(Requires SAS override)</i>	SAS
July 12	July 1	JVB	Journal Voucher Corrections – BFY <i>(Requires SAS override after July 8)</i>	AGENCY
July 12	July 1	JVC	Journal Voucher Corrections <i>(Requires SAS override after July 8)</i>	AGENCY
July 12	July 1	JVL	Journal Voucher Master Line Offset	SAS
July 12	July 1	JVM	Journal Voucher Master	SAS
---	Agencies route beginning April 1, Finance approval by June 3	PD	New Year Personal Service Contracts/ MOAs requiring an effective date of July 1	OMPS
--	June 1	SAS-14	Cash Control Level Modification for New Year	OSBD
--	June 1	SAS-14	Identify existing (Old Year) operating accounts for New Year deletion/inactivation	OSBD
---	See OSBD Letter	BRASS <i>Request for Allotment</i>	BRASS Request for Allotment Form	OSBD

ADDITIONAL COMMENTS

AGENCIES

Imprest/Petty Cash Reimbursement Schedules. Final imprest cash reimbursement schedules for fiscal year 2005 must be processed on document type P1 by close of business July 8 in order to charge old year funds. Reimbursements processed after July 8 will be charged to fiscal year 2006. Requests for amendments to present authorities should be sent to the Office of Material and Procurement Services.

STATEWIDE ACCOUNTING SERVICES

1. Closing Dates. The Soft Close for accounting period 13/05 will be Friday, July 8. The Hard Close will be Thursday, July 14.
2. Project Billing. Project Billing (Final Bill) will be run on the night of July 8 for transactions that posted through July 7, 2004. Therefore, any fiscal year 2005 charges to participating projects needing to be processed and split by project billing **must** be accepted in MARS by close of business July 8, 2005. Any fiscal year 2005 JVMs created from this billing which do not post the night of July 8 due to errors should be corrected by the agency and posted to accounting period 13/05 by close of business July 12.

The chart and notes below describes the accounting periods (i.e. Fiscal Month and Fiscal Year) that apply to documents generated by Project Billing.

	BILLING DATES			
	JUNE 24	JULY 1	JULY 8	JULY 15
Calendar Dates Covered	06/17-06/23	06/24-06/30	07/01-07/07	07/8-07/14
Open Accounting Periods (and possible transaction acceptance periods)	12/05	12/05	12/05 ¹ 13/05 01/06	12/05 ² 13/05 01/06
Generated JVM accounting periods	12/05	12/05	12/05 ³ 13/05 01/06	12/05 ⁴ 13/05 ⁵ 01/06
RE/C1 accounting periods	12/05	13/05 ⁶	01/06 ⁷	01/06 ⁷

1. The only accounting transactions bearing this accounting period will be JVs posting from July 1 through July 7.
2. The only accounting transactions bearing this accounting period will be JVs posting on July 8.
3. Project Billing generated JVMs will only post with this accounting period if they are error free. The accounting period on JVMs containing errors will have to be manually changed to 13/05.
4. Only those journal vouchers processed on July 8 for the July 15 project billing can post to period 12/05.

Closing Schedule Fiscal Year 2004-2005

Page 10

March 1, 2005

5. Any Project Billing generated JVMs bearing accounting period 13/05 (due to other JVs that posted during the billing cycle bearing accounting period 13/05) will require the accounting period to be manually changed to 01/06.
 6. Accounting period automatically set to 13/05. Necessary because soft close for accounting period 12/05 will occur on June 30, 2005.
 7. Accounting period automatically set to 01/06. Necessary because soft close for accounting period 13/05 will occur on July 8, 2005.
3. Cost Allocation. Cost allocation will be run for accounting period 13/05 on the night of July 6. Therefore, any fiscal year 2005 transactions needing to be allocated **must** be accepted into MARS by close of business July 6, 2005. Any JVMs created from this allocation which do not post the night of July 6 due to errors **must** be corrected and posted by close of business July 12, 2004. *NOTE: To be included in the July 8 project billing, these JVMs **must** be posted by close of business July 7.*
4. Encumbrances. All budget fiscal year 2005 encumbrances (other than Capital Projects) will be liquidated in budget fiscal year 2005 and carried forward to budget fiscal year 2006 on July 5. Capital Project encumbrances require no action since their budget fiscal year remains the same throughout the life of the project.
5. Annual Financial Report and Annual Inventory. The Division of Statewide Accounting Services will be requesting closing financial data for the purpose of preparing the Commonwealth's Comprehensive Annual Financial Report in compliance with Generally Accepted Accounting Principles (GAAP). The request will arrive about May 16, 2004.
- Since the financial information being requested in the closing package is essentially the same as the last several years, training for the closing package will be offered by request only. Those agencies interested in receiving closing package training should contact Kim Moore at (502) 564-7750, ext. 2156, by May 20, 2004. Training sessions will be scheduled the week of June 6-10 based on the number of requests received.
6. Fixed Asset Inventory. Physical inventories **must** be performed for items over \$5,000 acquired before March 1, 2005. Certified inventory reports are due to the Division of Statewide Accounting Services by May 31, 2005. Physical Inventory Procedures are found at the following website: <http://www.state.ky.us/agencies/adm/mars/inventorycontrol.htm>.
7. Because of statutory requirements, the Office of the State Budget Director and the Division of Statewide Accounting Services will not be able to unilaterally increase appropriations during the closing period.

MATERIAL AND PROCUREMENT SERVICES

Agency purchase requests for new equipment and furniture to replace damaged or lost items shall be processed as normal procurements. Replacement equipment and furniture may be purchased within the agency's small purchase authority limits or from an existing contract. Agencies shall maintain adequate records to document each purchase as replacement item.

Purchase requests (PD – Requisitions) for replacement equipment and furniture that are not currently on contract that exceed the agency's small purchase limit shall be sent to the Finance and Administrative Cabinet, Office of Material and Procurement Services, no later than March 31, 2005, for requests equal to or above \$20,000. Requests less than \$20,000 must arrive no later than May 31, 2005. All requests for replacement equipment shall have an attached letter, signed by the agency head, verifying that the equipment or furniture is to replace damaged or lost items.

Purchase requests (PD - Requisitions) for new equipment and furniture that are not replacement items shall be processed using the same procedures that have been implemented for the Governor's Executive Order of December 9, 2002, and HB269. The agency head must sign a letter requesting an exemption to purchase new equipment or furniture. The Secretary of the Finance and Administration Cabinet must approve the request in writing before the items can be purchased by any method. Requests for new equipment or furniture not currently on contract and equal to or above \$20,000 must arrive in the Finance and Administration Cabinet no later than March 31, 2005. Requests for items less than \$20,000 must arrive in the Finance and Administration Cabinet no later than May 31, 2005. All items must be received no later than June 30, 2005, to be paid out of old year funds. If a purchase is authorized, the Division of Correctional Industries or the Division of Surplus Property shall be utilized whenever possible.

1. **Purchase Requests (PD - Requisitions) Equal to or Above \$20,000 (Old Year).** Old Year purchase requests equal to or above \$20,000 must be received by the Office of Material and Procurement Services (OMPS) by close of business March 31 and delivery must be assured by June 30 in order to be paid out of fiscal year 2005 funds. Purchase requests submitted between now and March 31 should state on the sticky note of the purchase request one of two statements: "Delivery is desired prior to June 30, 2005," allowing OMPS to award the Contract and if delivery could not be made until after June 30, payment would be made with fiscal year 2006 funds; or "Delivery must be completed prior to June 30, 2005," and if the vendor could not meet the deadline, OMPS would not issue a Contract. *If neither of the above statements is indicated, the purchase request will be returned to the requesting agency. It will be the agency's responsibility to resubmit the purchase request prior to the March 31 deadline for fiscal year 2005 funding.* Due to the volume of old year purchase requests received by OMPS, agencies are to submit their purchase requests as soon as possible. If an agency delays its requests until just before the deadline, the chances of

processing and obtaining deliveries by June 30 are greatly reduced. *Agencies should also ensure that their purchase request provides complete information on the transaction (i.e. adequate specifications, best value criteria, suggested sources, quantity, estimated price, valid account codes, etc.).* This requirement does not apply to purchase requests for the establishment of master agreements since no encumbrance of funds is involved. Agencies should not submit requests for new year purchases before May 16, 2005, and must clearly state in a sticky note on the purchase request that delivery is not desired or required prior to July 1, 2005. All requests for new furniture and equipment must comply with the guidelines listed in the introductory paragraphs for this section.

2. Small Purchase Requests (PD – Requisitions). For purchase requests that exceed an agency's small purchase authority, the Office of Material and Procurement Services (OMPS) may exercise its Small Purchase Authority, to a maximum of \$20,000, when it can be determined that the purchase will not exceed the estimated amount in accordance with KRS 45A.100. The small purchase request should be received in OMPS by close of business June 15 in order to allow time for required solicitation of quotations, encumbrance of funds, contract award, and vendor delivery by June 30. *Agencies should also ensure that their purchase request provides complete information on the transaction (i.e. adequate specifications, best value criteria, suggested sources, quantity, estimated price, valid account codes, etc.).* The total aggregate amount cannot be artificially divided by submitting more than one requisition for the same item during the closeout period. This would be in violation of KRS 45A.100(2). Old year small purchase requests totaling \$20,000 or less will be awarded from fiscal year 2005 funds when delivery is guaranteed and completed by June 30. Deliveries made after June 30 will be charged against fiscal year 2006 funds. OMPS will award all small purchase contracts regardless of vendor delivery date stated in the quotation. All requests for new furniture and equipment must comply with the guidelines listed in the introductory paragraphs for this section.
3. Contracts, Requests for Approval for Special Authority, Exception to Sealed Bid. All requests for special authority contracts with a delivery date required before June 30 and payment from old year funds must arrive in the Office of Material and Procurement Services (OMPS) by close of business June 15 to allow adequate time for services to be performed and goods delivered by the end of the fiscal year. Special authority contracts that are for payment only must arrive in OMPS by close of business June 30. All requests for new furniture and equipment must comply with the guidelines listed in the introductory paragraphs for this section.
4. Modifications. All requests for changes to contracts issued by the Office of Material and Procurement Services (OMPS) that affect old year allotments must arrive in OMPS by the close of business June 30. Agencies must process changes to their own contracts that affect old year allotments by close of business July 1.

5. **Personal Service Contracts/Modifications/MOAs for Services Performed by June 30.** In order to guarantee payment from fiscal year 2005 funds, agencies must submit all requests for personal services to the Office of Material and Procurement Services (OMPS) by close of business May 13 to allow adequate time to process for the June meeting of the Legislative Research Commission (LRC). Agencies that do not process personal service contracts through OMPS must submit all requests to LRC not later than May 31. Requests arriving in OMPS after May 13 or LRC after May 31 will not be processed for approval prior to the end of fiscal year 2005 and shall be paid from fiscal year 2006 funds. Agencies may begin routing any personal service contract or MOA that requires an effective date so that services begin on July 1 by April 1 and approved by the Finance and Administration Cabinet no later than June 3. Agencies must identify old year requests in the name of the routing envelope, e.g. "Old Year – xxxx" to allow OMPS personnel to separate old year requests without opening the document.
6. Purchase Request Expiration. All purchase requests (pre-encumbrances) from fiscal year 2005 funds will expire at close of business July 8. Agencies will be notified of all open requests that have not been posted to the web or awarded as contracts by May 13. If an agency wishes to continue a request, the Office of Material and Procurement Services needs to be notified by close of business May 31.

FUND BALANCES

1. General Fund. All General Fund balances at the close of the fiscal year, with the exception of continued appropriations, will lapse to surplus.
2. Capital Projects Fund. Capital Projects fund balances (appropriations, allotments, cash, and encumbrances) will remain in the same budget fiscal year. No carryforward entries are required.
3. Road Fund. After determining statutory appropriations, receivables, and obligations to be forwarded into fiscal year 2006, the remaining allotment balances will lapse to Road Fund surplus at the close of fiscal year 2005.
4. All Funds (except Capital Projects Fund). Remaining fiscal year 2005 cash balances will be forwarded to budget fiscal year 2006 at the close of fiscal year 2005. Agency cash accounts are not allowed to close with negative balances. General Accounting staff will be working with agencies on Monday, July 11, and Tuesday, July 12, to clear these balances. On Wednesday, July 13, Statewide Accounting Services personnel will begin final preparations for the Hard Close. All allotment balances except continued appropriations will lapse.

5. Requests for Fund Transfers to the General Fund. Requests for fund transfers to the General Fund must be submitted in writing to the Office of the State Budget Director by close of business July 8.

PERSONNEL

1. Personnel Actions. Regular cut-off of June 15 will be observed for personnel action requests affecting the June 30 **paychecks** (for the first June pay period).
2. Payrolls. All payrolls processed by the Division of Statewide Accounting Services after June 30 will be charged to fiscal year 2006. The system supplemental will be run on June 30 and will be included in fiscal year 2005.